Google Apps is a way schools, districts and qualified nonprofits can harness Google Tools while simplifying IT infrastructure.

1. **GET RID OF YOUR E-MAIL SERVERS.**
   When you switch to Google Apps for Education, your email is housed on Google's servers, allowing your IT department to focus on service rather than on maintaining hardware.

2. **GET ORGANIZED WITH CONTACTS.**
   Google Apps Dashboard allows you to generate groups and subgroups that coincide with schools, departments or other structures.

3. **STAY ON TIME WITH CALENDARS.**
   Google's Calendar tool allows you to create, edit, share and publish calendars to just the right audience, whether that is the whole world, one department or just you.

4. **COLLABORATE ON DOCUMENTS.**
   Google Drive provides storage for important files. You can also collaborate on word processing, spreadsheets and presentations. Everything is in the cloud so it doesn't get lost.

5. **CONTROL COMMUNICATION.**
   The Google Apps Status Dashboard lets you set up how people email and instant message as well as generate student accounts for school use.

6. **BUILD A SITE.**
   Google Sites allows you to create websites for all purposes. Whether you want a class wiki, or your public facing web page, Sites can handle it.

7. **INSTALL AN APP.**
   You can add apps to more than just phones. By searching the Google Apps Marketplace you can find apps for everything from bookkeeping to graphic design.

8. **GO MOBILE.**
   The Google Apps Status Dashboard allows you to manage various machines such as Android devices, ChromeBooks and ChromeBoxes.

9. **ENABLE MORE SERVICES.**
   The Google Apps Status Dashboard allows you to enable and disable any Google tool from one spot.

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